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ASK FORCE GENERAL MEETING MINUTES

January 19, 1983 5:00 p.m.
South of Market Cultural Center

ATTENDANCE: Meg Madden, Chair

Margy Boyd
Bart Ross
Austin Conkey
Herb Felsenfeld
Rena Branston
Sharon Grace

Gail Newman

Sukey Lilienthal

Bob Martin

Ralph Maradiaga

Bernice Bing

Kathryn Reasoner

Guest: Linda Ladis

DOCUMENTS DEPT.
SAN FRANCISCO
PUBLIC LIBRARY

EXCUSED:

Kary Schulman, Renny Pritikin, Wende Williams

5/S



San Francisco Public Library

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San Francisco Public Library

10 Larkin Street, 5th Floor

San Francisco, CA 94102

REFERENCE BOOK

to be taken from the Library

Linda Ladis introduced her promotional draft explained the history of the project. Meg outlined the possible uses for this recruiting personnel, gaining information, financial support, fundraising, publicity and public relations. Meg suggested that the audiences for this would be sponsors and agencies, resource agencies, foundations, funders and fundees, special constituencies and local news/art media. The format of the material should be flexible enough to adapt to various needs. Meg outlined the major criticisms from the committee, and general gratitude was expressed to all together.

S: Bart Ross reported that the committee was awaiting final approval of the draft to assist it in its meetings with individuals in the foundation community.

Meg reported that Attorney Barbara Kibbe was ill and unable to report on this at a future meeting when she is able to review the draft with her.

INDIVIDUAL ARTISTS: Bob Martin covered the meeting held with John Kreidler of the San Francisco Foundation on their interest in funding for individual artists. Bob mentioned that the committee would like to begin holding meetings with artists in March. He also mentioned that Wendy Lessor, the consultant hired by S.F. Foundation, will be keeping in touch with the committee, and sees a possible role for SLPP in providing the vehicle for public input. Bernice Bing pointed out that, while John gave the committee an overview of the thinking on this project to date, he carefully stressed that nothing concrete had been done. The Foundation is planning to meet with other funders and is currently conducting research on other funding models and mechanisms for working with the complexities of administration involved.

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SF = Cult Commission

STATE/LOCAL ADVISORY TASK FORCE GENERAL MEETING MINUTES

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INDIVIDUAL ARTISTS (continued)

Gail Newman discussed the idea of forming a new committee to focus on the particular issues involving artists who choose to work in institutional settings with programs such as the Artists in Schools. She asked that Task Force members interested in discussing these issues meet to discuss the pros and cons and the work to be done by such a committee. She stressed the different issues involved where artists were committed to work that directly involved working with non-artists in the community instead of performing their art form as its own contribution/justification.

NOMINATING COMMITTEE: Meg reported for Wende Williams on her meeting with Steve Walters, and that she will be setting up a meeting soon with Peter Adair for membership on the Task Force. Steve Walters has indicated his interest in serving on the Special Constituencies and Individual Artists Committees, while candidate Alan Estes is primarily interested in Special Constituencies. Wende is currently requesting nominations from the Task Force for foundation community representatives. The next order of business for this committee will be the development of the Resource category of membership.

ORGANIZATIONS: Meg reported that the committee had not met, but that Kary Schulman had recently had a volunteer update the roster/mailling list. The roster is now back in the State/Local office and needs to be enlarged for completion of the Phase II requirement. Meg made the comment that the Task Force should be involved in this process, and that it should not be left for staff to complete alone.

PERSONNEL: Herb Felsenfeld reported on the salary recommendation from the Personnel and Steering Committees, with the added idea of a review for possible increase after 6 months. The motion passed unanimously by those present. It was requested that the committees determine what kind of assistance will be required from staff to help design an MBO and objectives towards a performance review process.

The response to the RFP was discussed, and the dates of the interviews announced. It was hoped that the final interview would take place on February 1st, with confirmation by the Task Force prior to the Art Commission's meeting on the 7th. The tightness of the timeline was stressed, due to the constraints involving the month necessary for Art Commission and Civil Service Review before the consultant could officially be at work on the program. Task Force members were invited to call for copies or to come by the office if they wished to review the proposals submitted.

The report ended with a request for interested members to contact Herb if they are interested in serving on the committee.

SPECIAL CONSTITUENCIES COMMITTEE: Herb announced that members of the committee had met with Dennis Wilkerson, Director of Special Constituencies for the C.A.C., and with James Jefferson of the Black Chamber of Commerce. Mr. Jefferson suggested that large community meetings could most effectively be held with the assistance of the Board of Supervisors. Herb additionally mentioned that he and Francisco Camplis would be meeting with representatives of the Native American Community. Announcement was made of the C.A.C.-sponsored workshop on arts and the disabled being held at the Recreation Center for the Handicapped.

CHAIR REPORT: Meg Madden reported on the 1983 Budget that was constructed from the six-month budget approved at the last meeting. She explained the new structuring of the combined Block and LPG funds and the rationale behind the full year's budget.

Meg also reported on the meeting with Jo Hansen, the new member representing Sculpture on the Art Commission. She said that they had a fruitful and interesting discussion, and that Jo is interested in serving on the State/Local Committee for the Commission.

The idea of a Retreat for the Task Force was mentioned as an idea to consider for the near future.

STAFF REPORT: Kathryn reported on the work done to date on the Phase II project and handed out an outline for those present that detailed both the requirements and the important deadlines to be met. She explained the decisions that had been made regarding the amount of research being done to include resources both for the arts professional and the larger community. The N.I.S.P. computer coding system was again mentioned as very useful on this project, and the volunteer efforts involved were discussed as crucial to its success. Those present agreed that the full Advisory Task Force should approve the Phase II document before it was submitted to the Art Commission for approval.

The meeting adjourned at 7 p.m.

KR

STATE / LOCAL PARTNERSHIP PROGRAM IN S.F.

PHASE II OUTLINE

Requirements for continued participation in the Program and for qualification for Local Priorities funding for 1983-1984 are as follows--- (Report due to C.A.C. by March 31, 1983)

1. Inventory and description of existing arts facilities
 - a. Type of facility
 - b. name, address & phone number of contact
 - c. seating capacity (where applicable)
 - d. rental fees
 - e. equipment available at site
 - f. advance booking requirements
 - g. disabled access
 - h. public transport
2. Inventory and description of existing public and private cultural resources
(This includes the Roster of Arts Organizations)
 - technical assistance
 - classes
 - support services
 - professional organizations & networks
 - publications and guides
 - funding for arts
 - school programs
 - hospitals/senior centers
 - prisons/juvenile facilities
 - public agencies: library, parks & rec.
 - churches
 - community centers

DEADLINES FOR COMPLETION OF PHASE II OF THE CULTURAL PLAN:

February 15, 1983	Completion of Phase II & Resolution
February 22, 1983	Approval of Phase II by SLPP Committee
March 2, 1983	Approval of Phase II by Art Commission
March 15-23, 1983	Phase II material & Resolution to Board of Supervisors Cultural Committee
March 31, 1983	DEADLINE FOR SUBMISSION TO C.A.C.
April 7, 1983	Approval of Phase II by Board Cultural Cttee
April 17, 1983	Approval of Phase II by full Board of Supervisors 3 1223 07086 2389
Apr. 1 - June 1	C.A.C. Staff & SLPP Advisory Panel review of locally-approved documents
June 1983	C.A.C. Announcement & award of '83-84 L.P.G.



Memorandum

3-8-83

CORRECTION TO MINUTES OF GENERAL MEETING OF A.T.F

Dated: January 19, 1983

"ATTENDANCE" should include Leah Forbes as present
during that meeting.

KR



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STATE/LOCAL ADVISORY TASK FORCE GENERAL MEETING MINUTES

February 23, 1983 5:00 p.m.
South of Market Cultural Center Gallery

ATTENDANCE: Meg Madden, Chair Ralph Maradiaga
Kary Schulman Renny Pritikin
Gail Newman Wende Williams
Herb Felsenfeld Austin Conkey
Bob Martin Sukey Lilienthahl
Francisco Camplis Kathryn Reasoner
Bernice Bing Guest: Celeste White
Bart Ross *Alma Robinson, Leah Forbes*

CHAIR REPORT: Meg brought the meeting to order at 5:20 and began her report by informing those present that Piero Patri has agreed to become the new Chair of the State/Local Committee of the Art Commission. She reported on the Steering Committee meeting and discussion ensued on the recommendation made that the Task Force wait on elections of its Chair and Steering Committee until the work of the consultant is completed in June. Herb explained that it was felt to be unwise to bring in a consultant to work with a new Chair, and suggested that the Task Force make a commitment to have its structure clarified with Rules and Regulations and elections completed by the time the pre-planning process ends. The Bylaws Committee was directed to consider the April meeting as the deadline for a final draft in order to facilitate the process. It was felt that clearly-defined job descriptions and responsibilities would assist the new Chair and Steering Committee, if their elections are held concurrently. Herb made motion that the current Chair and Steering Committee be kept on until elections in June, and the motion passed unanimously.

The second order of business discussed was the idea of a Task Force Retreat. Discussion involved favoring a 2-day affair, to be facilitated with assistance from the consultant, held in two separate day sessions. The Steering Committee was asked to undertake the planning of this event and its content, and interested others were invited to become involved.

The issue of holding public meetings was brought up by Meg in a concern that those who attended the previous meeting be contacted as to why the meetings were not being held as previously scheduled. The consensus from the Task Force members present was that contact should be made when something positive could be announced, since no pressure had actually been received from the community for a meeting to occur right away. It was suggested that a press release be mailed out when the consultant begins work to stress what is being accomplished. Wende Williams volunteered to help in drafting this.

Meg introduced the idea of the Task Force participating in the Board of Supervisors advocacy campaign that Tim Duncan is currently organizing for the Art Commission. She explained the idea of the

Task Force assisting the Commission in its efforts and how the State/Local Program could be included. Bernice Ring made a motion that the Task Force participate in this joint advocacy effort, seconded by Austin Conkey. The motion carried. The Chair's Report ended with mention of the discussions that she and Kathryn had been involved in with consultant Bob Bailey and others on the idea of networking computerized arts information. Plans are being discussed for talks and possible workshops involving both the Bay Area Regional Partners and arts organizations in San Francisco.

COMMITTEE REPORTS:

PERSONNEL: Herb Felsenfeld gave the report on the consultants who had applied and been interviewed by the committee for the pre-planning part of Phase III. He gave an overview and outline of the consultants' qualifications and the committee's conclusions that culminated in the selection of Charles Forester as the final candidate. Chuck's background was discussed and his proposal passed around to those present. Staff was asked to send a copy to all members for their perusal. Questions were raised regarding the role and cost of this consultant, and the reasons for doing a Cultural Plan in San Francisco. It was generally agreed that there was a need for more lengthy discussion on the latter topic than time allowed, and it was suggested that this would form an important part of the agenda for discussion in the upcoming period with the consultant. Herb re-stated the Personnel Committee's recommendation as a motion, seconded by Leah Forbes. Vote taken: For-9, Against-1, Abstentions-1.

BUSINESS & FOUNDATIONS: Bart Ross stated that the committee had not met and was awaiting approval by the Art Commission before proceeding with its promotional packet to continue with its interviewing/information-gathering.

SPECIAL CONSTITUENCIES: No report.

NOMINATING: Wende Williams told the group that the committee will need to meet shortly to discuss issues involving in-active members and the creation of a resource category. She said that this committee's work was hinging on completion of Rules and Regulations before going further, but stressed that the ATF still does not have official authority from the Art Commission to really control its own membership.

TECHNICAL ASSISTANCE: Kary Schulman reported that she and Christine Fiedler met with Nancy Meier of Business Volunteers for the Arts to discuss what this group is currently planning and how the program will operate in San Francisco. Kary felt that it will be important to keep in touch with developments, but that it would be some time before B.V.A. will have a large impact on technical assistance locally.

ORGANIZATIONS COMMITTEE: Renny Pritikin and Kathryn Reasoner reported on the committee's meeting February 22nd to go over work done on the Phase II project. It was mentioned that the committee had agreed to be "on call" and to submit corrections and additional information during final compilation of the resource directory, and that this committee would retain responsibility for issues involving this project and its uses in future.

STAFF REPORT: Kathryn described progress on the Phase II report in greater detail and handed out lists of the contents and an outline of the coding and structure for computerization. She described the involvement by the City Attorney's office in providing word-processing equipment and discussed the graphic format for final presentation. Those present were advised of the involvement of Organizations committee members and asked to contact either Kathryn or members of this committee with suggestions not covered during discussion of the Report. The timeline for completion, including the process of approval by the Art Commission and the C.A.C. was explained. Staff's report ended with informal announcements, including the upcoming departure of Director Joan Ellison-Wong, and the new State/Local office location in the Municipal Art Gallery at 155 Grove Street.

KR



Memorandum

3-14-83

CORRECTIONS TO MINUTES OF GENERAL MEETINGS OF A.T.F.

Dated: January 19 & February 23, 1983

"ATTENDANCE" should include Leah Forbes as present
during both meetings.

KR



SF Art Commission
62 MINUTES OF STATE/LOCAL ADVISORY TASK FORCE GENERAL MEETING

3 May 17, 1983 5:00 to 7:00 p.m.

Intersection Gallery

ATTENDANCE:	Meg Madden, Chair	Wende Williams	Guests:
	Alma Robinson	Leah Forbes	Chuck Forester
	Ralph Maradiaga	Richard Reineccius	Jo Hanson
	Sharon Grace	Austin Conkey	Richard Alpert
	Christine Fiedler	Marcia O'Dea	Celeste White
	Kary Schulman	Renny Pritikin	Steve Walters
	Gail Newman	Kathryn Reasoner	

CHAIR'S REPORT: Meg Madden commenced her report with the announcement that drafts of Rules and Regulations had been sent to all Task Force members for their approval and that discussion and voting on them would take place at the June meeting.

Advocacy: The upcoming statewide meeting of the California Arts Council was announced for May 27th in San Francisco, and all Task Force members were urged to attend. Kathryn was asked to call the Council for the Agenda and Task Force members may contact her for details. Meg outlined the work done with the other Partners concerning testimony for this meeting and the statewide committee work on the Local Priorities Grant formula that grew out of the Merced conference in February.

Computer Network: The proposal by Partners for Liveable Places to assist in setting up a Bay Area State/Local computer network was outlined and mention made of the meetings held with San Francisco arts administrators and the Bay Area Regional Partners to explore the idea. Meg reported that participants in the San Francisco meeting voiced interest in holding workshops and in further development of the idea of a centralized database on the arts.

Phase II/Board of Supervisors: Meg and Kathryn described the meeting held with Supervisor Doris Ward, Chair of the Culture and Recreation Committee with Commissioner Ray Taliaferro. Supervisor Ward was briefed on the State/Local Partnership Program, (with emphasis on the Resolution necessary for continuance with Phase III) along with mention of the Art Commission's other programs. Meg explained the circumstances of the unplanned effort and stated the importance of scheduling a further discussion with Supervisor Ward to more adequately cover the program and the Cultural Plan.

Friends of the Arts: It was announced that this agency has agreed to act as fiscal agent for the selling of the Phase II directory and mention was made of the Art Commission's current exploration of an umbrella private non-profit for all of its programs.

STAFF REPORT: Most of staff activities have focused on the above-mentioned areas. Kathryn informed those present that the gallery would be undergoing renovations through mid-June and that members should contact her by leaving messages in the Art Commission office. Task Force members were urged to sign up for the Retreat as soon as possible, and to let her know what their committee interests would be for the coming year.

San Francisco's Local Priorities Grant award has been announced at last year's level, and contracts for the first portion received.

Those present received copies of the Phase II Report/Directory and urged to send corrections and additions to the State/Local office for inclusion in future.

COMMITTEE REPORTS:

INDIVIDUAL ARTISTS: Gail Newman announced that a meeting was being scheduled for those interested in discussing artists in schools at the conclusion of this meeting. (The meeting was scheduled for June 1st at 5:00 p.m.)

Sharon Grace was asked to report on her presentation at the last committee meeting. She described that "volatile" occasion, and suggested that Task Force members interested in the issues raised request copies of the Minutes. Topics under discussion at this meeting included negative stereotyping of artists, the difficulty and problems involved in getting individual artists to organize, the problems faced by artists who attempt to work within large bureaucracies and the need for greater education on art in our culture. Sharon suggested that the best system was one that kept process and administration simple and that a goal in support of individuals should be to place as little apparatus between funds and their recipients as possible.

Kathryn announced that the committee would be receiving copies of Wendy Lessor's report on funding models for individual artists prepared for the San Francisco Foundation. She asked that other ATF members interested in this report contact her for a copy.

NOMINATING: Wende Williams reported on the three meetings held by the committee over the last two months. Work has included an examination of the Task Force's profile of community representation, draft of guidelines to assist the Bylaws Committee with membership issues and outline of recommendations for a Resource Committee.

Celeste White and Steve Walters were introduced as committee-approved candidates for membership on the Task Force. Each one gave a summary of their background and interest in serving on the Task Force to those present. (The candidates were asked to leave the room for discussion and voting.)

Questions were raised in discussion as to how these candidates were selected and whether the Task Force should have an opportunity to meet with them more extensively before considering them for membership. Wende outlined the process of interview and selection that the committee has been using for these and prior approvals. It was suggested that detailed discussion of the process be deferred for the next meeting's discussion and vote on all Task Force procedures, but that these candidates be considered for a vote at this meeting. The group was reminded that the Art Commission has final approval of its membership. Approval of both candidates was unanimous with one abstention.

ORGANIZATIONS: It was reported that the committee had not met since the last Task Force meeting, but that staff had consulted with some of its individual members to help in completion of the Phase II report.

BUSINESS/FOUNDATIONS COMMITTEE: Kathryn reported for Bart Ross on the completion of the promotional material and discussion of its physical format for the committee's use in its interviewing process. She also mentioned that the next meeting's agenda had been planned based on the Cornell University conference on "Building Cultural Partnerships".

CONSULTANT'S REPORT: Meg Madden introduced Chuck Forester, new consultant to the program for the "pre-plan" phase. Chuck began his report by describing his activities for the past month, including his meetings with the California Arts Council, the members of the Task Force Steering Committee, and the Art Commission's State/Local Program Committee. He outlined his professional background in city planning and community development and his personal interest in the arts.

A Plan was described as being many things in many different situations. Chuck spoke on the importance of discerning the plan's purpose and its client, (see handout), and talked about the various ways for a plan to function. He placed stress on the idea of keeping the plan open and process-oriented, of targetting the problems even if no current answers were felt to exist. Elements for the success of a plan include common vision, enthusiasm for carrying it out, agreement on the process and what needs to be done, as well as a basis in solid research to provide the arguments to back it up. Chuck pointed out that most lay people are not aware of the economic arguments for the arts. He also mentioned that the quality of the people who become involved is crucial to making a good plan happen.

Discussion commenced with mention of the bad precedent set in the community by the experience many arts professionals had with the Yerba Buena Center process. Also presented was the balance necessary between the state-imposed guidelines and the actual needs of the community. Positive results of the planning process were voiced, including the setting down of arguments for the uniqueness of San Francisco's position in the state, "confirming our opinion of ourselves" by finding the data to demonstrate the city's contribution as a cultural center. Chuck suggested that an argument could be made that rural counties receive more state funding for industries that San Francisco does not have, such as agriculture, whereas San Francisco's arts industry is major by comparison to the rest of the state.

Chuck concluded his report by mentioning the importance of the Retreat scheduled for June 11th as a time to ask many questions and to begin giving shape to the plan for San Francisco.

Meg adjourned the meeting asking for priority to be given to attending the Retreat, both as a chance to plan for the future and to evaluate where we've been.

A MASTER PLAN FOR ARTS AND CULTURE

Purposes of a Plan

1. Educate the general public
2. Educate decision-makers
3. Regulate private/personal actions in the public interest
4. Distribute/allocate money
5. Encourage support for certain activities
6. Launch new ideas
7. Reconfirm public opinion
8. Involve the general public
9. Organize information
10. Set guidelines for future actions
11. Address specific problem areas

Who is the Client?

Two relationships are clear:

The task force advises the Art Commission

The consultant works for the task force

The general public? Specific segments of the public?

Artists, arts organizations?

Art consumers?

California Arts Council?

Mayor, Board of Supervisors, Planning Commission?

STATE / LOCAL ADVISORY TASK FORCE

83

Minutes

RETREAT: JUNE 11, 1983
GREEN GULCH FARM

ATTENDANCE: Meg Madden, Herb Felsenfeld, Renny Pritikin, Wende Williams, Steve Walters, Bob Martin, Roy Willis, Margy Boyd, Chuck Forester - Facilitator, Kathryn Reasoner - Recorder

I. Roles and Agenda

Chuck Forester opened the meeting by explaining the proposed Agenda and performing introductions of those present and the roles to be played by himself and staff. It was suggested that the Agenda be timed to allow for those who had to leave earlier than anticipated. Request was made that discussion include an evaluation of the history of the group and what is expected to be accomplished today and in future.

II. History and Background

Meg Madden opened with a brief history of the Retreat. She included a historical review of the program and its changing roles since inception. Suggestions of areas for future direction and an overview of the concept of State/Local itself was also addressed.

III. Planning Requirements

Kathryn Reasoner outlined the requirements of the California Arts Council for the Cultural Plan as the next year's activity and led brief discussion on the flexibility granted to the Local Partners in determining the actual shape and content of their Plan.

IV. Outcomes

Each person present was asked to take a few minutes to think and to then express what they would like to see come out of the session.

Ideas expressed included:

1. developing a sense of unity and direction
2. group developing "agreement to disagree"
3. Task Force to become aware of the larger state picture
4. a written and useful record of proceedings
5. meetings with other Task Force members to allow those not present to discuss these concerns
6. a sense of agreement as to the scope of the Plan
7. a clearer idea as to what can be accomplished
8. airing different attitudes and problems perceived with current structure of the ATF
9. discussion of the many different ideas involving the Plan, State/Local and the many attitudes/approaches to both
10. direction agreed-upon for staff and Task Force
11. empowerment of Advisory Task Force, Steering Committee and staff to carry out agreed-upon goals
12. exploration of ways to assist individual artists
13. defining the purpose of the Task Force, examining its procedures and processes of communication
14. examining motivations for involvement with the State/Local Program
15. determining readiness to take on the Plan
16. acquiring greater familiarity with the group and its goals
17. identifying useful, short-term objectives

V. Expectations

Chuck asked the group to say just what they felt could actually be accomplished in the day's session. Discussion turned to issues involving the viability of the group as a whole, its readiness, credibility and interest/involvement of the members of the present Task Force. The existence of the Task Force was questioned as a means of postulating a series of questions as to its purpose, composition and structure. It was agreed that some of these questions could best be addressed in the upcoming Task Force meeting to be devoted to the topic of procedures and elections.

Discussion became heated and volatile. Issues surfaced that pointed to members' varied attitudes towards their and others' involvement/styles of participation.

Themes addressed included:

1. level of energy and current involvement of the ATF membership
2. need to establish a committed core (Steering Committee?) that is empowered and prepared to involve itself and to act
3. personal areas of interest versus the importance of the group acquiring strength through operating as a whole
4. importance of respect for different styles of involvement
5. new pressures on survival within the arts community due to economic and political factors that make coalitions again more difficult to form
6. necessity of trust between for joint efforts to be possible
7. weakened arts advocacy efforts
8. other movements away from collective efforts in the community

(A break was taken for lunch and a stretch outside, after which discussion was resumed.)

VI. Major Issues

Issues involved in the program were recorded at the front of the room as "external" and "internal". (See attached).

Representation was discussed for some time, with emphasis on the constituencies not part of the "arts community". Questions were asked of the group: are we representative of the arts community? of who we should be? of the community as a whole? It was pointed out that San Francisco has gone alot farther in attempting to address this issue than most areas of the state. We are committed to being truly representative, while still wrestling with the ways to best accomplish this.

Given the shortage of time available to complete the Agenda, Chuck proposed 2 questions for focus which received approval of the group:

1. Is a Cultural Plan the next important step?
2. Do you, as a body, have the energy and committment to take this on?

MAJOR ISSUES RAISED FOR DISCUSSION OF THE PROGRAM:

External (defined as program-related, environmental, state & federal conditions)

1. C.A.C.'s intentions are unclear and changeable
2. S.F. is unique in California (diversity is good)
3. relationship to other State/Local Partners
4. identification of major organizations and constituencies and their perceptions of S/LPP
5. fragmentation in the arts community itself
6. decentralization
 - a. of what? current funding from CAC?
 - b. how?
 - c. when? (outcomes)
 - d. if--
7. relationship of state structure to local needs
8. defining community to be served

Internal (our structure)

1. S.F. Art Commission weak Partner
2. weak/ineffective city Charter
- *3. authority and roles
- *4. purpose of the Advisory Task Force
- *5. committees best use of time and resources on ATF?
(current structure vs. other possibilities)
6. readiness to take on the Cultural Plan
7. need for clarity and commitment to agreed-upon goals/
to examine unmet needs & formulate objectives
- *8. communication:
 - need to evaluate
 - process allowing errors to be addressed
 - outreach
9. credibility
10. trust (leading to empowerment & authority to act)
- *11. representation
- *12. structure to do work

*to be addressed at Task Force meeting June 21 dealing
with Rules & Regulations/ATF procedure & elections

The "Cultural Plan" was further opened to include non-traditional definition. Meg Madden listed what she felt could be the benefits of a Plan tailored to San Francisco, and what some of the issues explored would be. (She was requested to furnish a written text of some of these ideas which is attached to this narrative.)

It was proposed that a planning committee be formed, or that the understanding of those elected to the Steering Committee be their commitment to working on the planning process for the upcoming year. The Task Force itself should begin to act more as a policy-making Board of Directors, providing staff with direction and authority to carry out agreed-upon objectives.

(A list of recorded elements of a Plan and some suggested "by-products" or the tangible benefits to be explored for actualization this year is attached.)

CONCLUSIONS

It was generally agreed that a Cultural Plan, as defined in this discussion is the next step for the program. Process-orientation was stressed, in addition to the objectives outlined as part of the planning, particularly the economic impact research and other areas that can support advocacy and other community efforts.

It was pointed out that the program is not expected to have an increased level of income in the next couple of years. An assumption must be that the Plan will generate more funding for the arts or at the very least help maintain the current level of funding. It was generally felt that the program offers the S.F. community an opportunity to marshal arguments for its continued strength as a cultural center.

Kathryn was asked to look into what can be accomplished with the current level of funds involving the planning effort. (Present discussions regarding use of Friends of the Arts for routing S/LPP funding outside of the city's system was also cited for further exploration.)

The Steering/Planning Committee will be seen as the working body with staff and consultant, with the larger Task Force requested to review material produced.

MAJOR QUESTIONS FOR FOCUSED AFTERNOON DISCUSSION:

1. Is a Cultural Plan the next important step?
(traditional or otherwise, as deemed realistic for S.F.)
2. Do you, as a body, have the energy and commitment to take this on, to empower yourselves? (& staff, steering committee)

ACCOMPLISHMENTS OF A GOOD CULTURAL PLAN & PROCESS:

- a. broaden exposure - communication component
- b. utilize talent
- c. empower the S.F. arts community
- d. develop an overview, arguments to support the importance of the arts community
- e. inform others on strengths of urban center
- f. form partnerships between different sectors
- g. strengthen advocacy efforts
- h. promote audience development
- i. act as a catalyst for growth and activities in the city

CLIENTS MENTIONED FOR THE PLAN:

- a. the state Arts Council
- b. the arts community
- c. others in the community not involved directly in the arts

BYPRODUCTS OF THE PLANNING PROCESS TARGETTED AS DESIRABLE:
FOR THE PROGRAM TO PURSUE:

1. economic impact study of the arts industry in S.F.
2. computer database/directory
3. sponsored event dramatizing the impact/importance of the arts
4. support for input/impact during the Democratic Convention (boost image of the city nationwide)
5. brokering discussions w/others in arts community & assisting in information referral to artists and others
6. forum on decentralization (arts & non-arts)
7. programs for individual artists

Potential for a Cultural Plan for San Francisco

Presented by Meg Madden, Advisory Task Force Retreat 6/11/83

1. Enrich thinking of Task Force -- and through us, the San Francisco Arts Commission and the San Francisco arts community -- by exposure to the larger communities of the City
 - a) potential audiences, (esp. under-served constituencies)
 - b) government
 - City Planning Commission
 - Board of Supervisors and Mayor
 - Unified School District
 - others
 - c) funding community
2. Make idea of local control work for us
 - a) determine its strengths/weaknesses in relation to urban areas
 - b) develop overview of culture in S.F. and arguments for value of urban areas
 - c) develop idea of partnership locally and throughout state: network on cooperative efforts, resource and info-sharing, technical assistance, advocacy
 - d) develop economic impact study and other useful information
 - e) look at national implications
3. Take resultant ideas and transmit to decision-makers in the city, state and nation
 - a) make culture visible to larger communities
 - b) develop new audiences
 - c) network between arts and larger community
 - d) advocate to city, state and federal government
 - e) stimulate new sources of cultural funding

STATE/LOCAL ADVISORY TASK FORCE GENERAL MEETING MINUTES

June 21, 1983 5:00 p.m. to 6:30 p.m.
2nd Fl. Conference Room, S.F. Opera

ATTENDANCE: Meg Madden, Chair Alma Robinson Bernice Bing
Renny Pritikin Austin Conkey LeRoy Willis
Christine Fiedler Herb Felsenfeld Wende Williams
Francisco Camplis Bart Ross Kathryn Reasoner
Richard Reineccius Leah Forbes Guest:
Barbara Kibbe

Meg Madden opened the meeting with a report on the Task Force Retreat held on June 11th at Green Gulch. She outlined the range of questions and intense discussion during the day-long session which concluded with strong consensus for moving on the Cultural Plan. The Plan was conceived as being a strong advocacy document for the arts in San Francisco. It will be process-oriented, involving "tangible" short-term products for the community to use, including economic impact research and the expansion of the computerized database with wide-spread surveying of the community. The importance of committed energy from members of the Task Force was stressed in order to make this effort a success.

Much time has already been spent in setting up the group and its representation without allowing authority for decision-making and actions on the part of staff and the Steering Committee. Those present agreed that this empowerment would be necessary to proceed further. It was suggested that the role of the Task Force be more that of an Advisory Board with less direct administrative involvement. The Steering Committee will act as a planning committee for the duration of this process, along with interested others from the larger body. Both staff and Steering Committee will be able to better focus on utilizing the strengths of individual Task Force members in specific areas. Staff will have the ability to plan and to work to translate agreed-upon directions into workable objectives and actions on behalf of the program.

The Agenda for this meeting was discussed and agreed-to as proposed before proceeding further.

PROCEDURES: Meg introduced Barbara Kibbe, Administrative Director of Nightfire Theatre, who has been working as volunteer legal counsel for the drafting of rules and regulations governing Task Force procedures. Barbara's background includes involvement with the State/Local Partnership Program all over California since its inception. Her approach to these procedures stresses simplicity and flexibility, with expediency for empowerment and decision-making. The diversity of the membership was cited as a bonus, but only if there is also a trust level that allows for consensus on delegation of various tasks to committees and staff. Barbara additionally stressed the danger of spending too long in



the "organizational phase" without the group's accepting its own empowerment to act in its designated capacity.

The procedures outline was designed to address two primary concerns: 1) how the group is constituted--who is the membership and how are they selected, and 2) operations--how the group conducts its business. The procedures recommended for adoption represent standard procedure, as outlined in the California Non-profit Corporations Code and Robert's Rules of Order. Barbara detailed the explanation of how the law views the related issues of quorum and proxy voting, and urged quick ratification of the procedural recommendations. Meg Madden called for a motion for approval. Motion was made by Herb Felsenfeld, seconded by Leah Forbes, and carried unanimously with no abstentions.

ELECTION OF OFFICERS: Nominations and volunteers were requested for the position of Chair of the Advisory Task Force for 1983-84. Meg Madden was nominated. There being no other nominations or volunteers, Meg was elected to a second term as Chair by the procedure of acclamation. (Motion made by Herb Felsenfeld, seconded by Austin Conkey with unanimous approval.) Meg was congratulated on her hard work this year and urged to continue her dedicated efforts.

Nominations and volunteers were requested for the position of Vice-Chair for the same period. Richard Reineccius declined nomination. Herb Felsenfeld accepted his nomination by Bart Ross, seconded by Leah Forbes. Herb was elected by acclamation, (so moved by Alma Robinson, seconded by Richard Reineccius, and unanimously carried.)

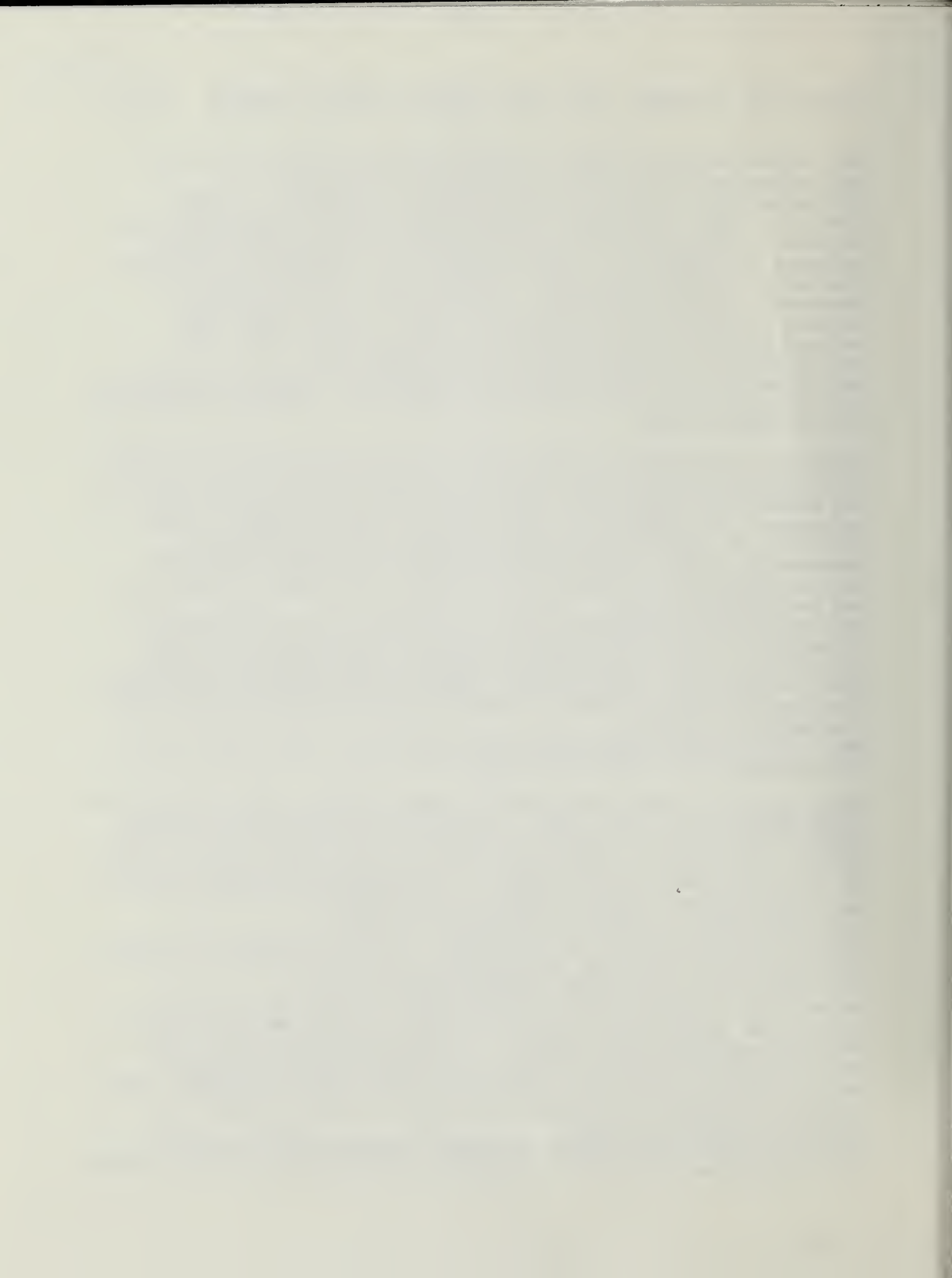
Both officers were applauded and thanked for their commitment and enthusiasm for the work ahead.

STAFF REPORT: Kathryn Reasoner outlined program involvements and projects over the last month. She shared details of the California Arts Council meeting held in San Francisco in May, with special emphasis on State/Local Panel recommendations for changes in Local Priorities Grant Awards. Announcement was made also of the appointment of Deputy Director John Sullivan, who will replace Christine Orth in charge of programs.

Public service activities this month included hosting a meeting with Carl Stone of "Meet the Composer" to introduce local artists to the nationwide funding organization.

Coleen Fox, a student of Public Policy from U.C.S.D. will be serving as summer intern to assist with the surveying for the database and directory effort. It was additionally reported that Phase II directories have been given out to the major service organizations and placed with the Public Library. Many letters of support and orders for sales of the document are currently being received.

Kathryn, Richard Reineccius and Alma Robinson participated in an advocacy meeting held June 16th in the office of state Senator



Milton Marks. State/Local planning objectives--such as the economic impact research and data-gathering efforts--were seen as being very useful in supporting this effort. Goals for the advocacy group include reviving the Legislative Committee on the Arts in Sacramento, and forming alliances with other special interest groups. It has also been noted that special constituencies are becoming more of an issue with regards to the C.A.C. budget, and may have an impact on State/Local direction more than ever before.

COMMITTEE REPORTS--

SPECIAL CONSTITUENCIES: Herb Felsenfeld reported that the committee is continuing to meet with individuals in various communities. He mentioned that the committee is anticipating focused outreach into the Latino community to learn more about its current strengths and areas of need.

NOMINATING: Questions were raised in discussion regarding staggering terms of office of Task Force membership. These were referred to Nominating Committee during this meeting for exploration/recommendation of procedure for insuring representation. (It was suggested that the current membership be assigned 1 and 2-year renewable terms. Members may volunteer for 1-year terms and a lottery will be held to determine others as needed.) Wende Williams reported that she will be contacting members of the committee to meet to discuss this and other issues related to adoption of the ATF Procedures. Other concerns to be addressed by the committee involve the size of the body and its working committee structure.

A recommendation was made that Task Force members be kept currently informed of resignations and status of individual members.

BUSINESS AND FOUNDATIONS: Bart Ross reported that he met with Chair Meg Madden and staff Kathryn Reasoner recently to examine the timetable for future work to be done by the committee. Upcoming projects include printing of the promotional material for interviews and lobbying efforts, and scheduling of meetings with members of the community.

MISCELLANEOUS: ARTS IN SCHOOLS: Meg Madden and Leah Forbes reported on a meeting held recently with Gail Newman to discuss actions towards coordinating the arts delivery system to the schools. Research is being conducted as part of the Cultural Planning process, with ideas for sponsorship of a panel to analyse current programs and to lobby for increased support.

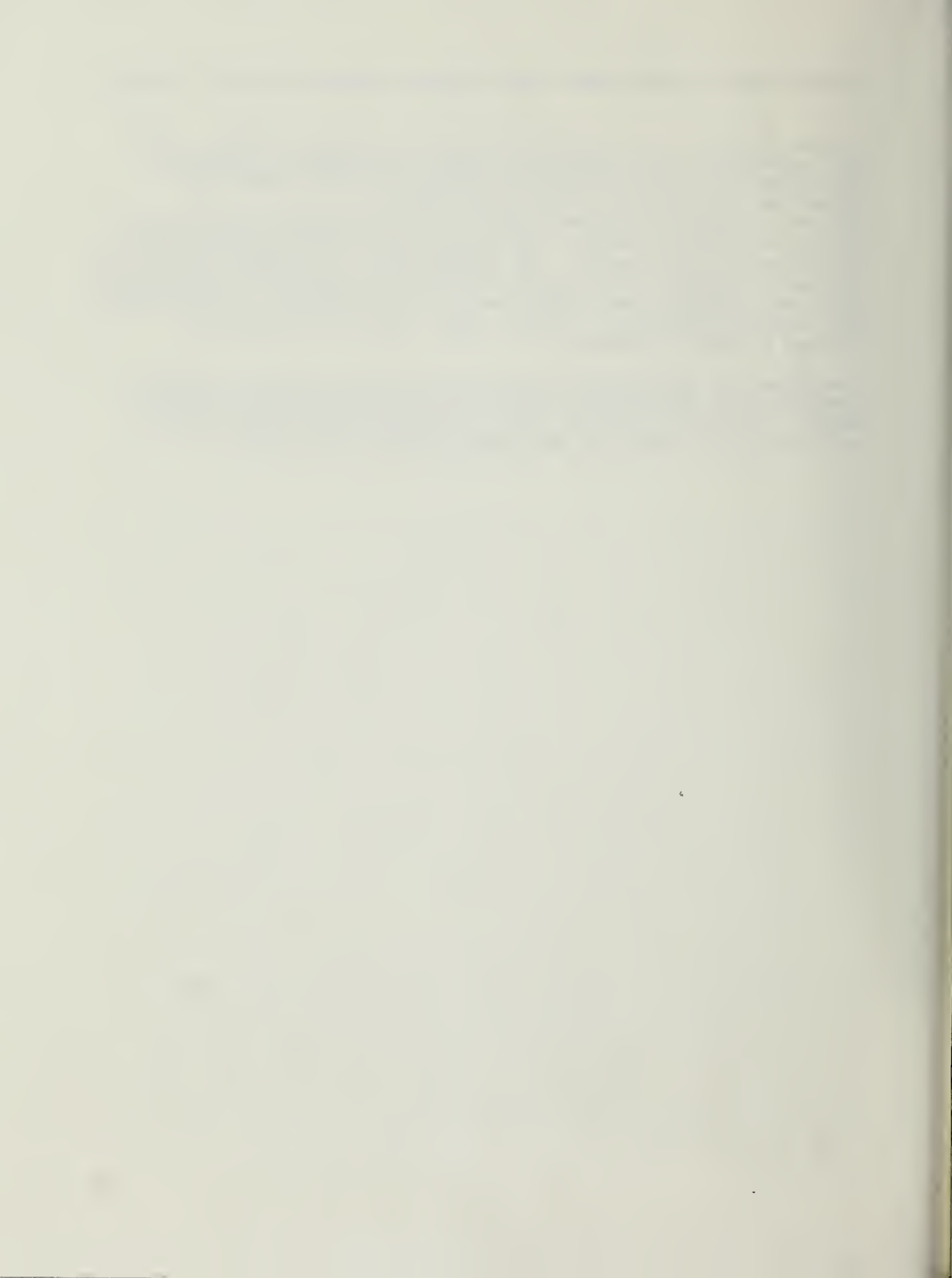
NEW BUSINESS AND ANNOUNCEMENTS included Richard Reineccius's urging all members to write the Governor in support of 11.7

million dollars for the California Arts Council budget. Bart Ross announced his resignation from his position as Director of the Western Addition Cultural Center but announced his intention of remaining on the Task Force.

The San Francisco Art Commission is still conducting its search for an Executive Director, and is expected to make a decision by the end of this month. The Commission is currently exploring the use of Friends of the Arts, a private non-profit organization as fiscal umbrella and fundraiser for its programs. The Friends are currently serving as fiscal agent for the State/Local Program's directory sales.

A calendar of upcoming meetings of the Task Force and Steering Committee was distributed. The next meeting has been set for Tuesday, July 13th at 5:00 p.m. to discuss the first draft of the "pre-plan" report by consultant Charles Forester.

KR



State/Local Advisory Task Force Rules & Regulations (Reccomended)

I. MEMBERSHIP

A. Application for Membership

1. Qualifications for membership on the ATF shall be reviewed as per attachment A. (Suggested guidelines used in forming ATF).
2. Interested parties should submit letter of interest and resume/summary of qualifications to staff for review by the Nominating Committee.
3. Nominating Committee has primary responsibility for soliciting candidates, but any ATF or SFAC member may suggest candidates to the committee.
4. The Nominating Committee has responsibility to ensure broad-based representation on the ATF, and must ensure that its reccomendations for membership reflect this.
5. The Nominating Committee has authority to interview, solicit and review candidates for membership.
6. Procedure for nomination shall be as follows:
 - a. Nominating Committee shall report on its reccomendations to the Steering Committee before taking them before the full ATF.
 - b. The ATF will receive names of candidates & summary of qualifications by mail in advance of the voting meeting.

B. Candidate Review

1. Though anyone from the ATF may contact someone who is a potential candidate for membership, the Chair of the Nominating Committee, or staff as delegated by N. Chair, shall make the first official contact, whether by phone or in person, to request the following:
 - a. Submittal of resume of other materials stating interest and/or qualifications
 - b. Attendance at an informational interview with the full Nominating Committee(The Chair or staff may, at this time, answer questions regarding the SLPP, and invite the candidate to attend a full ATF meeting. Committee interests may be discussed, and the Chair of the appropriate committee invited to attend the meeting of the Nominating Committee at which that person is present.)
2. The informational interview will allow the Nominating Committee their opportunity to meet with the candidate. This may be held in an informal manner, (wine, cheese, etc.,) but must involve the full Committee.
3. Criteria for membership on the ATF will be determined by this committee and will be referred to in the "Summary of Qualifications" submitted to the ATF.

State/Local Advisory Task Force Rules & Regulations (Reccomended)

I. MEMBERSHIP (continued)

C. Orientation

1. Specifics shall be determined and carried out by the Nominating Committee, but shall include both written and verbal information.

D. Election to Membership

1. General membership terms on the ATF shall be of 2 years duration.
2. Terms shall be staggered. (No more than $\frac{1}{2}$ of ATF shall be up for (re)election at any time.)

E. Removal from Membership

1. Termination of membership on the ATF shall be considered when a member becomes "in-active"
2. "Active" membership shall be defined by adhering to the requirement of attendance at all General Meetings of the ATF.
3. Failure to attend 3 consecutive meetings of the ATF without excuse shall result in suspension of membership.
4. Non-attendance shall be pardoned if excuse is phoned in or put in writing in advance of the meeting to the Chair or staff.
5. Suspension shall be handled as follows:
 - a. Staff shall notify member and Chair after 2 such absences to inform them that member's status is in jeopardy.
 - b. After 3rd un-excused absence, member shall be contacted by registered letter regarding their status, and given an opportunity to make an appeal to the Nominating Committee at their next meeting.

(Committee membership and attendance shall remain informal, with the Chairs of each committee having responsibility for ensuring active attendance and participation on the part of their members.)

F. Leaves of Absence

1. Must be in writing signed by the ATF member making the request.
2. Require member to become "in-active".
3. Such members shall have priority for rejoining ATF when/if there is a vacancy. (Membership shall not exceed ____.)
4. New member(s) may be recruited to fill these positions left vacant.

NOTE: The above clauses require that the ATF be given authority by the San Francisco Art Commission to remove its own members from its ranks.

State/Local Advisory Task Force Rules & Regulations (Reccomended)

II. OPERATIONS

A. Rules regarding meetings to be held

1. Meetings of the full ATF to be held bi-monthly, six times per year.
2. Notification shall occur in accordance with the provisions of the Brown Act. (A regular date/time must be agreed upon, and 24 hours posted notice on or near the door of the meeting place is required for cancellation/continuation. In the case of special meetings, notice shall be received at least 24 hours in advance.)
3. General meetings of the Task Force will be open to the public, and committee meetings by invitation only. (Current research being conducted as to applicability of the Brown Act to this body, but it is suggested that meetings be scheduled in places where the public could attend.)

B. Agenda

1. Anyone can suggest items, but the Agenda is set by the Chair.
2. The Agenda should be approved/modified at the start of each meeting.

C. Quorum

1. As per Robert's Rules of Order, (including provision that if the meeting starts with a quorum, then a vote can be taken even if some leave before it comes up)
2. Number in accordance with non-profit law:
1/5 of entire body

D. Chairperson & Officers

1. Elected by full ATF requiring present majority for a single candidate.
2. If no clear majority, then nominations will be narrowed by a voting process.
3. All members must receive written notification of a voting meeting (with sufficient notice, etc.)
4. All officers elected annually (unlimited re-election)
5. Suggested officers besides Chair would include a Vice-Chair and Secretary (who may sit on Steering Committee)

E. Proxy voting

1. According to non-profit law, a proxy must be written and signed and is good for up to 3 years.
2. It is illegal to form voting agreements between persons on issues, and therefore, the person holding the proxy can cast the vote any way they wish.
3. Only another member of the ATF can act as bearer of proxy.

State/Local Advisory Task Force Rules & Regulations (Reccomended)

II. OPERATIONS (continued)

4. There must be a quorum before proxies can be used.
(Proxies should not represent attendance)
5. Those requiring proxies must be appraised of the Agenda in advance of a meeting. (A proxy is automatically null should they choose to attend in person.)
6. Telephone voting is O.K.
7. Chair or staff should be notified if members can not make a meeting.

F. Annual Meeting

1. for election of new members and officers
2. half of ATF shall be elected/re-elected at this time
(see Election of Members under Membership)

G. Committees

1. Permanent committees of the ATF shall be Steering and Nominating. All other committees shall be Ad Hoc.
2. Reports of committee activities shall be submitted in writing. (Minutes of these meetings shall be distributed to each member of the Steering Committee.)

H. Minutes

1. Shall be the duty of staff until such time as the ATF appoint a Secretary to assist in this
2. Minutes of all committees shall go to all members of the Steering Committee
3. Minutes of the ATF shall go to all ATF members and to the Executive Director and the Art Commissioners on the State/Local program committee.
(If it is determined that the ATF falls under the Brown Act, the Minutes must be filed in the public library as well)

I. Miscellaneous

1. Deadlock vote: The Chair, who does not normally have a vote, may vote in case of a deadlock vote.
2. In all issues not covered above, Robert's Rules of Order shall apply.

ATTACHMENT A:

S T A T E / L O C A L P A R T N E R S H I P P R O G R A M

The State/Local Advisory Panel's task is to work cooperatively with the San Francisco Art Commission in designing a plan for the implementation of the State/Local Partnership Program. This plan will meet the criteria set forth in the California Arts Council State/Local Partnership Program Guidelines. To do this, the Panel will follow the guidelines laid out in "State/Local Partnership Program Plan for the Arts in San Francisco" compiled by consultant Jim Burns in March of 1981. The Panel will ensure that the proposed plan addresses the needs of the broadest spectrum of the San Francisco arts community.

The State/Local Advisory Panel will work with the Art Commission to:

- Provide the Art Commission with adequate, high-quality information.
- Advise on allocation of State/Local funding, including proposed long-range planning, budgetting, fundraising.
- Advise on the Plan's relationship to other city and county service organizations.
- Effect liason with business, political and community groups.
- Advise on scope-of-service statements in program consulting agreements, advise in selection of and monitoring of consultant.
- Ensure that an active ethnic presence occurs in the proposed plan.
- Help provide a responsible tranistion from the intial planning phase to the final procedure for dispensing funds agreed upon by the Art Commission and the Advisory Panel.

Persons selected will be respected and knowledgeable community members, representative of the full scope of the San Francisco arts community. Each member will have a primary interest in achieving a responsible and balanced plan for the allocation of State/Local monies in San Francisco.

The Advisory Panel should include a mix of working artists and knowledgeable administrators and community representatives. It should include representatives from community arts and the avant garde, individual artists and representatives of major institutions. As many arts disciplines should be represented as possible. (For example: dance, theatre, music, visual, literary, electronic media, film, curatorial and sponsor/producer.)

ATTACHMENT A (continued)

The Advisory Panel should be large enough to be representative of the various skills and disciplines needed to devise the most effective plan, but small enough to form an effective working group. It is anticipated that the maximum number of people on the committee will not exceed ____.

The following should be considered in the choice of candidates for membership:

- Knowledge of arts forms/activities in San Francisco
- Committment to the arts
- Experience in the arts
- Specialized knowledge in the arts by skill and discipline
- Communication skills:
 - Ability to communicate on artistic concerns in a group
 - Ability to communicate with minorities and women
- Time availability
 - For attendance at arts events and study
 - For meetings with arts community members
 - For participation in committee work
- Enthusiasm for the project
- Familiarity with the process to date
- Familiarity & ease with group process
- Experience in the community

(This Attachment was adapted from Selection Guidelines for the State/Local Advisory Panel to the Art Commission, submitted by Meg Madden, 11/12/81.)

SF - Art Commission

STATE/LOCAL ADVISORY TASK FORCE GENERAL MEETING MINUTES

July 13, 1983 5:00 to 7:00 p.m.

South of Market Cultural Center Gallery

ATTENDANCE: Meg Madden, Chair Bernice Bing Christine Fiedler
Leah Forbes Steve Walters Kathryn Reasoner
Renny Pritikin Celeste White GUESTS:
Rena Branston Marcia O'Dea Robin Kaye
Francisco Camplis Kary Schulman John Sullivan

Meg Madden opened the meeting at 5:08 p.m. with introductions of consultant Charles Forester and visiting guests Robin Kaye, Director of the State/Local Partnership Program, and John Sullivan, Deputy Director in charge of programs from the California Arts Council.

Charles Forester introduced his Halfway Report for discussion and review. He suggested that the group proceed first by reviewing the accuracy of statements made in the report--are they truly reflective of the Task Force's ideas? of the San Francisco arts community? Secondly, he asked for areas of disagreement with the recommendations as outlined, and thirdly, for some thoughts on final presentation of these ideas before the Art Commission. Chuck mentioned areas that had not been covered to be addressed in the Final Report. He asked the group to begin by looking at the general goals, then examining the organizational recommendations--both short and long-term--and the criteria for regranting.

Detailed discussion ensued regarding various parts of the report submitted. Suggestions were made for changes and improvements in the document submitted, in particular, the need for a clear statement of artistic purpose as the primary goal motivating all others included in the plan. The organizational recommendations were reviewed and the suggestion made for greater inclusion of arts professionals in the new committees being proposed. The role of the Task Force was seen to be ongoing, with its important work residing in providing communication linkages, informing the planning and other committees on concerns and needs of the arts community. The Planning Committee is seen as being the Steering Committee of the Task Force, (as suggested during the Retreat,) with the addition of other interested individuals.

The major area of discussion was the inclusion of an "oversight committee" made up of the heads of various city agencies. Concerns voiced by those present included the amount of power that these people would have, whether they would be interested enough to be responsibly engaged in the process, and the amount of time it could take to educate them to the issues involved. It was pointed out that the cooperation of these agencies and individuals would be important to empower the Plan once completed. Bringing them into the process prior to that point was seen as essential towards ensuring their commitment to its realization. The merits of a

committee structure versus an advisory role was debated as the means to involvement, and general agreement was reached for involving them individually at this time. It was suggested that they be approached to respond to specific areas of the plan in process, but that these contacts be well-thought out and organized in a professional manner.

Chuck concluded his report with the suggestion that the Task Force organize itself to move reasonably quickly from now through the end of the process. Robin Kaye reinforced this, stating that the Plan must be completed by the stated deadline of March 31, 1984. Task Force members expressed concern regarding the budget battle in Sacramento, and what the realistic outlook was for continued funding for the project. These concerns led to discussion of what can be accomplished between now and the end of the current year with the funds and resources currently available. Staff was asked to prepare a timeline for the rest of the year to assist Task Force members in assessing the work yet to be completed.

CALIFORNIA ARTS COUNCIL: Robin Kaye presented a brief overview of how the Program is operating in other areas of the state. 22 Partners out of the total of 63 have concluded Phase III. Robin suggested that San Francisco might benefit from examining work done by Sonoma, Marin and Santa Barbara counties. He pointed out the advantage this city has over other areas that deal with "turf wars" between their county and city governments. Also mentioned was the change in State/Local guidelines that eliminated the re-granting mechanism as a required component.

CHAIR REPORT: Meg Madden informed the group of the upcoming statewide convention of the California Confederation of the Arts here in November. She expressed hope that a number of the State/Local Partners will be in attendance, and mentioned the idea of hosting a statewide S/LPP meeting in San Francisco at that time. Meg also announced her upcoming trip to Washington, D.C. when she will have an opportunity to discuss the program with staff of the National Endowments for the Arts and the Humanities.

STAFF REPORT: Kathryn Reasoner made a number of announcements, including the selection of Claire Isaacs as the new Director of the Art Commission. She also mentioned that the State/Local office has found a more permanent home back at 45 Hyde Street down the hall from the main offices of the Art Commission. The telephone will be re-installed prior to the end of the month. Colleen Fox, a U.C.S.D. student in public policy, has begun a summer internship with the program. Her duties will include correction and updating of the database and a survey of the arts community for additional information for the Plan.

